

IN THE WORKS

TUNE IN HERE FOR NEWS ABOUT PERSONNEL SYSTEM REFORM IN WASHINGTON

December 2003

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In the Works is an electronic newsletter that is home-based at the *Washington Works* Internet website: www.washingtonworks.wa.gov

The website will link you to a wealth of information and resources about Washington's personnel system and its transformation-in-progress.



LOCKE HIGHLIGHTS PERSONNEL REFORM

Calling for state government to "seize an historic opportunity to create a model state government workforce and system, providing the best results for Washington citizens," Gov. Gary Locke discusses the effort now under way to overhaul the state personnel system in a recent message to state employees. [Read more on the Washington Works Website.](#)

NEW COMPUTER SYSTEM ON TRACK

The state's new Human Resource Management System (HRMS) is a software and hardware package that will replace the state's outdated personnel/payroll computer system and add extended capacity and flexibility for managing vital human resource information.

Putting this new statewide computer system in place is a huge undertaking with very tight timeframes. It must be up and running smoothly by July 2005 in order to successfully implement Washington Works. The project team is moving forward at a rapid pace and is on schedule.

Agencies and their employees who will use the system have a critical role in the successful implementation of the HRMS project. To ensure that agencies are kept informed, are prepared for the changes, and have a channel for voicing their needs and concerns, the Department of Personnel is establishing a network of "Change Agents" within agencies. Change Agents will serve as a vital conduit for information between their agency and the project.

The Department of Personnel purchased a proven business software package and contracted an experienced team of experts to install the new system. The contractors have implemented similar large projects in other public sector environments. They will work side-by-side with state human resource and system professionals.

To find out more about the new Human Resource Management System, visit the project web site at <http://hrms.dop.wa.gov>. This site can be accessed from any state agency or via the State's business intranet site "[Inside Washington](#)."

PROPOSED COMPETITIVE CONTRACTING RULES FILED DECEMBER 3, 2003

The Department of General Administration officially filed the proposed rules to govern the competitive contracting section of Washington Works with the state code revisor on December 3. Following the code revisor's review, the proposed rules will be available on General Administration's website.

A formal public comment period is scheduled from January 8 to February 10, 2004. [Five public hearings on the proposed rules are scheduled in January 2004.](#)

Washington Works allows any state agency or higher education institution to use competitive contracting to purchase services. However, they must determine that contracting for services will result in cost savings or improved efficiency.

General Administration has received more inquiries in recent weeks about how competitive contracting might affect state employees and how the state would measure performance for competitive contracting.

Responses to those concerns and others can be found under workshop summaries and frequently asked questions on General Administration's web site here: <http://www.ga.wa.gov/competitivecontracting/RCW.htm>

State employees have the opportunity to offer alternatives to contracting. The law also allows employees to form an "Employee Business Unit" and bid on the contract along with private-sector and other potential providers.

The department will adopt the final rules for competitive contracting by March 2004. The rules take effect on June 30, 2005.

HIGHLIGHTS FROM THE PROPOSED RULES INCLUDE:

- ★ **Employee notification.** Any agency that wants to engage in competitive contracting must notify in advance the affected state employees whose positions or work would be displaced. The agency must give 90 days notice to the employees prior to requesting bids for the work.
- ★ **Employee alternatives.** Affected employees would have 60 days within the 90-day period to offer alternatives to the work that an agency is considering for bidding.
- ★ **Formation of an Employee Business Unit (EBU).** When employees decide to compete, they must notify the agency in writing. They must also list who will lead the EBU and provide a resource plan for preparing the unit's bid.
- ★ **Existence of a competitive market.** An agency that considers contracting for services must determine whether a competitive market exists for a service. According to the draft rules, a competitive market would exist when there are at least two separate businesses, individuals, nonprofit organizations or other entities capable of providing the service being considered for competitive contracting.
- ★ **Bid evaluation.** Employees who prepare an EBU bid cannot take part in evaluating the bid.
- ★ **Bid information disclosure.** All bids submitted become the property of the requesting agency. Except for purposes of evaluation, the submissions will not be released until the agency completes its evaluation and announces its intent to award a contract.

FIRST GROUP OF DRAFT CIVIL SERVICE RULES COMING DECEMBER 17

On December 17, the Department of Personnel will publish the draft rules for Employee Business Units. This is the first group of the new civil service rules to be published for public input. The remaining rules will be rolled out over the course of the next six months.

The Department of Personnel's rules for Employee Business Units work hand-in-hand with the Department of General Administration's rules for competitive contracting, which include the opportunity for state employees whose position or work is displaced, to offer alternatives to contracting and, if not accepted, to form Employee Business Units and prepare bids.

The focus of the Department of Personnel's rules is on the status, rights and responsibilities of state employees who submit successful bid proposals as members of Employee Business Units.

The rules are written to give employees maximum flexibility in order to be competitive. Members of an Employee Business Unit will be able to set their own working conditions and salaries and design better ways of doing business, based on employees' knowledge of how best to perform the work.

Rules cover subjects such as leave, appointments, disciplinary actions, layoff and training for affected employees.

Each month, a new group of rules covering specific subject matter will be posted on the Department of Personnel's web site. Employees and other interested parties will have about two weeks to provide input on each set of rules. A schedule of the publishing and comment dates is available

on the Department of Personnel's website: <http://hr.dop.wa.gov/hrreform/RulesSchedule.htm>.

A link to the draft Employee Business Unit rules and other explanatory material will be posted on the Washington Works web site on December 17. The comment period for these rules will be January 5-26, 2004.

WHO'S WHO IN PERSONNEL SYSTEM REFORM IN WASHINGTON

Rob Fukai became director of the Department of General Administration in February 2002. His appointment by Governor Gary Locke brought a private-sector perspective to a state agency that in many respects operates like a business.

His extensive experience in private and public organizations makes him well suited for the job. Fukai served more than 29 years with the Avista Corp., an energy, information and technology company based in Spokane.

Gene Matt has been Director of the Department of Personnel since April 2001. He has 30 years of experience in human resources, labor relations, and performance management. He was a member of the Washington State Personnel Resources Board for over seven years.

For 13 years, he owned his own management consulting firm. Gene also has held human resource management positions at the Municipality of Metropolitan Seattle (Seattle METRO), Yakima Valley Community College, and the University of Washington.

Gary Moore joined the Office of Financial Management in January 2003 as Washington's first director of labor relations, charged with negotiating collective bargaining agreements with Washington state employee unions.

Moore previously served as the Director of Labor and Industries. He also worked for 19 years with the Washington Federation of State Employees (AFSCME, AFL-CIO), including 10 years as executive director of the 20,000-member state employee labor union.

*Look for the next issue of **IN THE WORKS** coming soon!*